

ARDEC AIDE
User Account Request Form and Non-Disclosure Agreement
for Technical Data

PLEASE FAX COMPLETED REQUEST TO 973-724-5288

INSTRUCTIONS: COMPLETE ALL REQUIRED SECTIONS OF THIS FORM, AS INDICATED BELOW. SIGN AND DATE THE FORM IN SECTION 1 (AND SECTIONS 2, 3, and 4 WHERE APPLICABLE), OBTAIN THE NECESSARY SUPERVISORY AND CONTRACTING OFFICERS REPRESENTATIVE (COR) APPROVALS AND SIGNATURES, THEN FAX THE COMPLETED REQUEST TO 973-724-5288. NOTE: ALL BLANKS IN A REQUIRED SECTION MUST BE COMPLETED BEFORE AN ACCOUNT WILL BE PROVIDED. CURRENT USERS WHO FAIL TO COMPLETE THIS FORM WILL HAVE THEIR ACCOUNT(S) TERMINATED.

Section 1 to be completed by all users/requestors.

Section 2 to be completed by users/requestors that are United States Government Employees.

Section 3 to be completed by Government COR, if account is for use by a contractor.

Section(s) 4 & 5 to be completed by contractor requestor, if account is for use by said contractor.

Special Note For ECALS Requests: If you are requesting a user account for ECALS, note that this Request Form is to be completed by Configuration Managers only. All other ECALS users may register directly at the site, <https://edmd4.pica.army.mil>

If you have questions about this form, see detail instructions and sample copy provided under User Accounts at http://e-data.pica.army.mil/prod_techdata If you have additional questions, contact the Quality Engineering Directorate at the U.S. Army Armament Research, Development and Engineering Center, Picatinny Arsenal, New Jersey 07806-5000, (973) 724-5824 or DSN 880-5824; or send email to: IDE_Account_Request@pica.army.mil

Section 1

All Requestors Must Complete This Section:

A. Account Holder Information:



Are You a U. S. Citizen? Yes No Type of Account: New Renewal
Are You a U.S. Government Contractor? Yes No

Title or Rank _____ First Name: _____ MI _____ Last Name: _____

Company/ Service/Agency Name: _____

Address Line 1: _____

Address Line 2: _____

City/State/Zip: _____

Commercial Telephone: _____ FAX Number: _____

Job Title: _____

Local Email Address: _____

DSN Telephone: _____ Office Symbol: _____

(DSN Telephone/Office Symbol Line To Be Completed By U. S. Government Employees Only)

B. Government Project or IPT Leader Information:

Title or Rank _____ First Name: _____ MI _____ Last Name: _____

Local Email Address: _____

Commercial Telephone: _____

DSN Telephone: _____

(DSN Telephone Line To Be Completed By U. S. Government Employees Only)

C. Type(s) of User Account(s) Requested:

For more information on these services, visit http://e-data.pica.army.mil/prod_techdata

If your work involves:

Systems You Might Need: (Please Check Appropriate Boxes):

Tech Data Repository -

SAP/PLM:

TDCMS:

TDP Certification -

CARS (Tracker):

Armament ACE -

WINDCHILL- PACE:

LOS/BLOS -

WINDCHILL- LOS/BLOS:

INTRALINK-LOS/BLOS:

Procurement/PPI -

TDP VIEWER (webTDP):

TDP Management -

PRODUCT VIEW:

3-D TDPs -

INTRALINK-3D:

Other -

JCALs:

CMSA:

ECALS* Configuration Managers:

ECALS* Note: This User Account Request Form is to be completed by Configuration Managers only. All other ECALS users may register at <https://edmd4.pica.army.mil>

D. Justification/Need to Know:

In the space provided below, provide a justification for each Type Of Account (see Section 1C) you are requesting. Windchill applicants must include the name of the project and Weapon System.
(Attach additional sheets if necessary)

I _____ (Applicant) have completed Sections 1 of this form and affirm the truthfulness of all statements made herein. Furthermore, I agree to notify the maintainer of the account(s), in writing if there are any significant changes in my job duties, or if I leave Government service.

x _____
Signature (Applicant)

Date

Section 2

U. S. Government Employees Must Complete This Section:



Non-Disclosure Of Contractor Proprietary and Limited Rights Data

Under 18 U.S.C. 1905, if an officer or employee of the United States government publishes, divulges, discloses or makes known in any manner or to any extent not authorized by law any information coming to him/her in the course of employment or official duties and the information concerns or relates to the trade secrets, processes, operations, style of work or apparatus or confidential statistical data of any person, firm, partnership, corporation, or association, then he/she shall be fined up to \$1,000, or imprisoned up to one year, or both; and shall be removed from office or employment.

I _____ (Applicant) have read and understand the above stated restrictions and penalties which apply to the unauthorized release of proprietary and limited rights data and hereby agree to refrain from the above stated unlawful conduct.

x _____

Signature (Applicant)

Date

Section 3

U. S. Government COR Must Complete This Section For Contractor Requestor:

Contractor Information:*



Contract Number: _____ Expiration Date: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Contractor Point Of Contact (POC) Name: _____

Contractor Point Of Contact (POC) Job Title: _____

POC Commercial Telephone: _____

POC Email Address: _____

Name of Individual using this account (Name of Requestor): _____

Last

First

Middle Initial

US Citizen

Name of Government Contracting Officers Representative (COR): _____

COR Agency Name: _____

COR Address Line 1: _____

COR Address Line 2: _____

COR City/State/Zip: _____

COR Commercial Telephone: _____ COR DSN Telephone: _____

COR Email Address: _____ COR Office Symbol: _____

I _____ (Government COR) hereby certify the above information is accurate, and that the above named contractor requires access to the technical data requested on this application.

x _____

Signature

Date

- * Contractor access is contingent upon the existence of a formal agreement, including a non-disclosure statement, between the contractor and the United States Government. It is the responsibility of the account requestor to provide a signed copy of the agreement to the Quality Engineering Directorate (QA) along with this form. It shall remain the discretion of QA to determine whether the justification provided in Section 1 is sufficient to permit contractor access and the type of access to be granted. It shall remain the discretion of legal counsel at the Armament Research, Development and Engineering Center to determine whether the terms of the non-disclosure agreement offer sufficient protection to the government to permit contractor access.

**Dissemination of Technical Data**

- a. Dissemination of export controlled technical data, which includes, in some circumstances, release to foreign nationals within the United States, without first obtaining approval or license from the Department of State for items controlled by the International Traffic in Arms Regulations (ITAR), or the Department of Commerce for items controlled by the Export Administration Regulations (EAR), may constitute a violation of law.
- b. Under 22 U.S.C. 2778 the penalty for unlawful export of items of information controlled under the ITAR is up to 2 years imprisonment, or a fine of \$100,000, or both. Under 50 U.S.C., Appendix 2410, the penalty for unlawful export of items or information controlled under the EAR is a fine up to \$1,000,000, or five times the value of the exports, whichever is greater; or for an individual, imprisonment of up to 10 years, or a fine of up to \$250,000 or both.
- c. Unauthorized dissemination of this information is prohibited and may result in disqualification as a qualified U.S. contractor and may be considered in determining your eligibility for future contracts with the Department of Defense.
- d. The United States Government assumes no liability for direct patent infringement, or contributory patent infringement or misuse of technical data provided to you.
- e. The United States Government does not warrant that adequacy, accuracy, currency or completeness of the technical data.
- f. The United States Government assumes no liability for loss, damage, or injury resulting from manufacture or use for any purpose of any product, article, system, or material involving reliance upon any or all technical data furnished in response to this request.
- g. If the technical data furnished by the Government will be used for commercial manufacturing or other profit potential, a license for such use may be necessary. Any payments made in support of the request for data do not include or involve any license rights.
- h. A copy of this notice shall be provided with any partial or complete reproduction of these data that are provided to qualified U.S. contractors.

I _____ (applicant), as an authorized agent and representative of _____ (Company Name) have read and understand Section 4 of this agreement which states restrictions and penalties that apply to the unauthorized distribution of data made available by access to the accounts in accordance with this request, and both understand and acknowledge all statements contained therein which apply to contractor liability.

x _____
Signature (Applicant)

Date

National Security Check Form

Complete the following steps:

- a. Complete ALL the information requested in paragraph e below. Interim clearances MAY be available, based on a review of the data provided to initiate the clearance.
- b. Contact YOUR security office and request he/she verify your information by completing the signature block.
- c. FAX the completed form to AIDE at 973 724-5288. If you have any questions about this form you can contact [IDE Account Request@pica.army.mil](mailto:IDE_Account_Request@pica.army.mil)
- d. Please note that non-US citizens may experience a significant delay during the process.
- e. The following information must be provided for the National Agency Check:

Name: _____

Type of Investigation: _____

Date of Investigation: _____

Citizenship: _____

Verification:

x _____

Signature (Security Officer)

Printed Signature

Date: _____

Phone: _____